



Habilitation Services

Billing, Payment and Monitoring



Rates

- Supported Employment rate is set in statute (AB 1753) at \$27.62/ job coach hour
- Work Activity Program rates are set by DDS using cost statements
 - July 1, 2004 DDS will adopt rates set by DOR,
 - These rates are frozen until Fiscal Year 2006-07

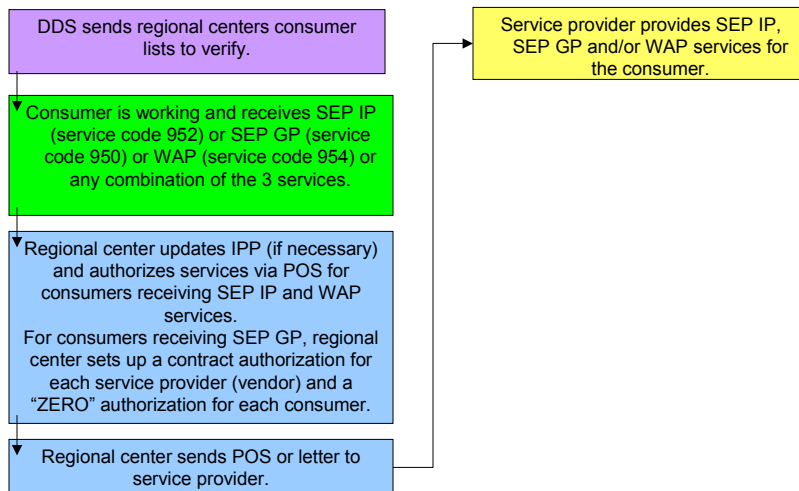


Purchase of Service

- DOR will continue to fund VR services (no POS is needed).
- A separate POS is necessary for consumers who receive any of the following Habilitation services
 - WAP (including temporary transfers)
 - SEP IP
- SEP GP is funded by a contract authorization and "Zero" authorizations for each consumer.

Habilitation Services Flow Chart

Authorization for Consumers in Habilitation as of 7-1-04



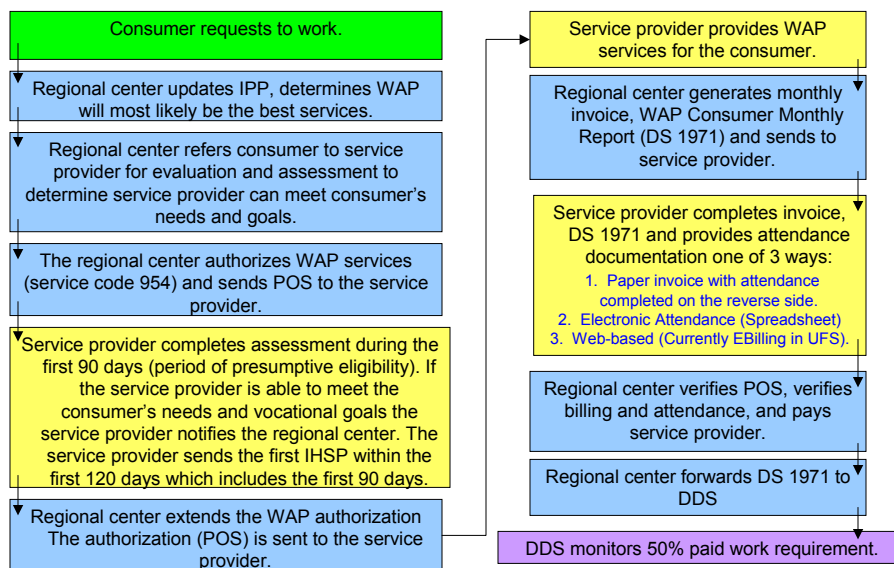


Work Activity Billing

- Allowable services are vocationally related only
- Work Activity is billed at a daily rate

Habilitation Services Flow Chart

Authorization, Invoicing and Payment for WAP





Work Activity Billing

- Consumers may work a full day
 - A minimum of 5 hours (excluding lunch) is required for all WAPS
 - To bill a full day, the consumer must be at the WAP the full day minus 30 minutes.
- Consumers may work a half day
 - A minimum of 2 hours up to 1/2 hour less than a full day
- WAPs shall not bill for consumers who work less than 2 hours a day



Work Activity Billing

- The services provider adds the total number
 - Full Days, and
 - Half Days
- The total days are entered on the turnaround invoice
- Service providers must Maintain appropriate attendance verification with the bill.

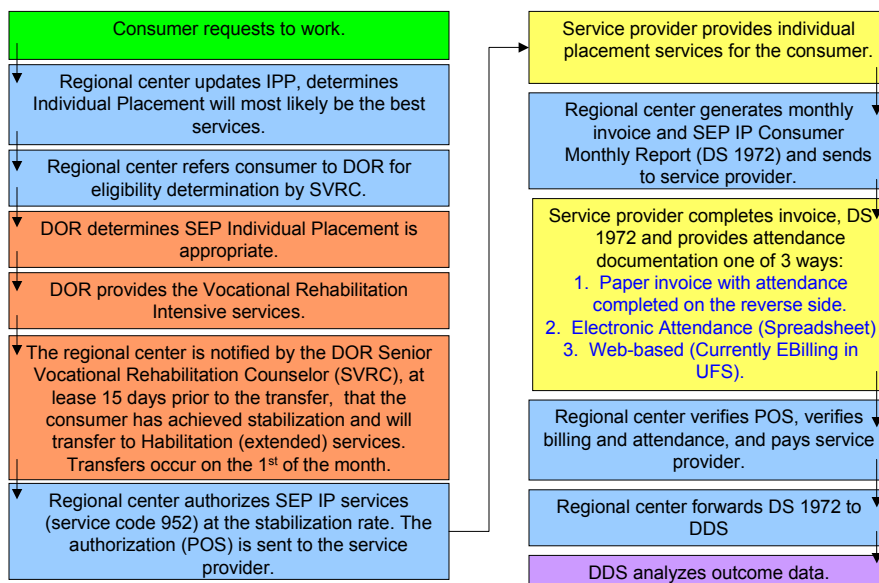


Supported Employment Billing

- Individual Placement is billed hourly for job coaching allowable activities are
 - Ongoing Job skill training
 - Job skills assessment and retraining
 - Employer advocacy
 - Consumer and/or family counseling related to work

Habilitation Services Flow Chart

Authorization, Invoicing and Payment for SEP IP



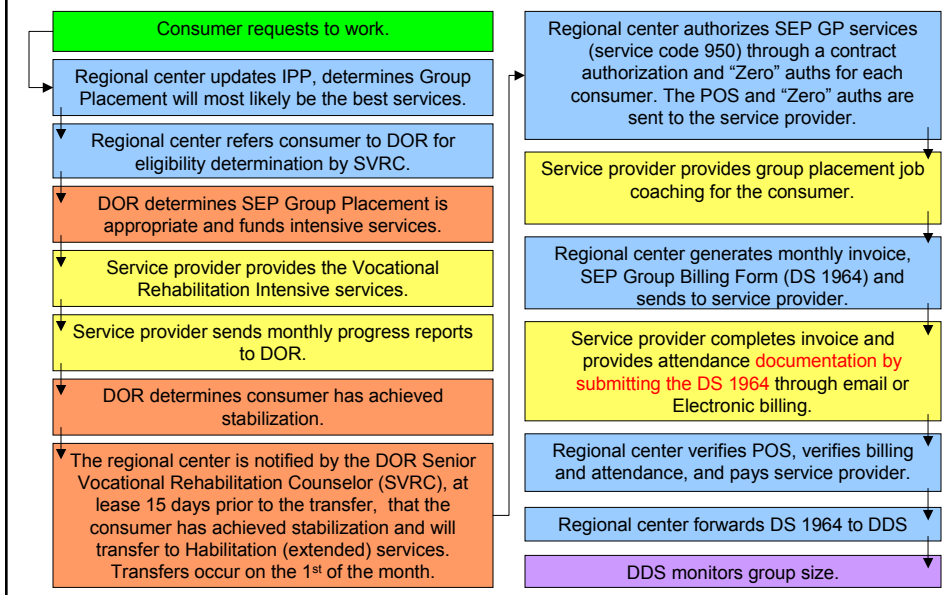


Supported Employment Billing

- Group Placement is billed hourly for job coaching
 - Job coaching is the only allowable service and must be provided at the work site.
 - Each consumer in the group is allocated a percentage of the job coaching hours based on hours attended
 - The service provider completes the Group Tracking Form (DS1964) which allocates the hours to each consumer in the group

Habilitation Services Flow Chart

Authorization, Invoicing and Payment for SEP GP





Supported Employment Billing

- The DDS Group Tracking Form (DS 1964) captures the following data:
 - Consumer with approved staggered start/stop times
 - start and stop times,
 - mealtime authorization & coverage,
 - Wage,
 - Productivity, and
 - Authorization for staggered start and stop times
 - Job coach
 - start and stop times,
 - Mealtime coverage if approved for at least one consumer



Supported Employment Billing

- The DDS Group Tracking Form (DS 1964) captures the following data:
 - Consumer without approved staggered start/stop times
 - Daily hours of service,
 - mealtime authorization & coverage,
 - Wage,
 - Productivity, and
 - Job coach
 - Daily hours of service,
 - Mealtime coverage if approved for at least one consumer



Monitoring

- WAPs are required to provide paid work for a minimum of 50% of the scheduled time
- This is an aggregate requirement
- DDS will monitor this requirement
 - The service provider sends a copy of the WAP Consumer Monthly Report to each regional center billed and DDS.
- If the minimum is below 50% for 6 months a corrective action plan is required.
- And usually a moratorium on new referrals.



Monitoring

- Supported Employment Group Placement
 - The DS 1964 will be the documentation available to verify
 - The accuracy of the billing for services
 - Meeting the required minimum group size of 4 consumers per 1 job coach



Monitoring:

- The Legacy system does not currently capture Habilitation services data.
- CADDIS will be enhanced to capture data to analyze
 - Average Wages
 - Average Productivity
 - % of Time in paid work, and
 - Group size



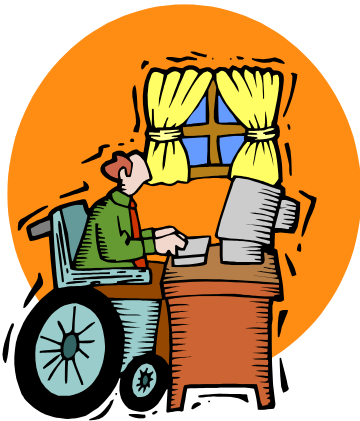
What Service Providers need to Know

- The start and stop times for group services is still required.
- There are approximately 30 service providers not familiar with regional center processes such as authorization and billing, IPPs, monitoring, etc.
- The DS 1964 and Consumer Monthly Reports should be sent electronically.

What Service Providers need to Know

- There will be shared monitoring responsibilities between DDS and regional centers.
- Service providers will be responsible for sending invoices to each regional center and possibly DOR who authorized services.

Additional Information



- DDS Website
 - www.dds.ca.gov
- DDS Email
 - Work.Services@dds.ca.gov